



STATE OF WASHINGTON  
DEPARTMENT OF LICENSING  
PO Box 2957 • Olympia, Washington 98507-2957

JUNE 18, 2014

FRED MARTIN  
CBRE  
1 MICROSOFT WAY  
REDMOND WA 98052

Dear Fred:

Account number:

**Review status: Vehicle/Vessel Contract Application**

**IVIPS account information access denied:**

Upon careful review of the information provided on your application, we determined that yours is not one of the permissible uses under which release of this information is allowed, pursuant to the federal law called the Driver's Privacy Protection Act (DPPA), 18 USC Sections 2721 and 2725; and state laws RCW 46.12.630, RCW 46.12.635 and WAC 308-10-050(3). On your application, you stated as your reason for access:

- A person was parking in a reserved stall, we did not know who owned the vehicle, the vehicle was towed and the person came later and couldn't find their car, if we had been able to know who she was we could have let her know and she could have gotten her car from the tow yard during the day rather than after hours late in the evening.
- Vehicles that have been parked for several months on one of our parking lots are taking up parking, while we could have the vehicle towed, we would like to contact the vehicle owners and have them move the vehicles rather than having them towed.
- A vehicle parked in one the garages is leaking fluid and we would want to contact the owner, however, the vehicle isn't registered in the Microsoft system so we have to tow off the property but if we could look up the owner by the license plate we could contact that person and let them know of the problem.

This use is not permissible according to the DPPA, 18 USC, section 2721, 3(A)(B) which allows access to personal vehicle owner information only to: 3) "For use in the normal course of business by a legitimate business or its agents, employees, or contractors, but only-(A) To verify the accuracy of personal information submitted by the individual to the business or its agents, employees, or contractors; and (B) If such information as so submitted is not correct or is no longer correct, to obtain the correct information, **but only** for the purposes of preventing fraud by, pursuing legal remedies against, or recovering on a debt or security interest against, the individual."

Fred Martin  
June 18, 2014  
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You may submit public disclosure requests for consideration on an individual basis using the Vehicle/Vessel Disclosure Request form (RPD-224-003). These forms are available on the internet @ dol.wa.gov or call us and we will fax or mail the form to you.

**If you need to contact us**

For additional information or assistance, please contact the Vehicle Disclosure Unit at (360) 359-4001 or email [vsdisclose@dol.wa.gov](mailto:vsdisclose@dol.wa.gov).

Sincerely,  
*SM*  
Public Disclosure/Contract Unit  
PO Box 2957  
Olympia, WA 98507-2957



## Vehicle/Vessel Contract Application

To apply for access to vehicle/vessel records or information, complete this form and send it to us by fax or email with your business license and other required documents.

Fax: (360) 570-7895

Email: [vsdisclose@dot.wa.gov](mailto:vsdisclose@dot.wa.gov)

Please allow 14 business days to process and respond to your request.

We are committed to protecting personal information. There is no guarantee you will be provided the information. We release information in accordance with the federal Driver Privacy Protection Act (DPPA), and Washington State laws. The DPPA restricts redisclosure of personal information obtained from vehicle records. An authorized recipient may only redisclose information for a permitted use.

**There is a \$2.00 fee for each record accessed through IVIPS.**

<b>1</b> Method of access you are requesting			
<input checked="" type="checkbox"/> Internet Vehicle/Vessel Information Processing System (IVIPS) ( <i>Individual record inquiries</i> ) – (360) 359-4001			
<input type="checkbox"/> Bulk vehicle/vessel records (Batch process) – (360) 902-3673			
PRINT or TYPE Company/Agency name <b>CBRE</b>			
Contact name <b>Fred Martin</b>	(Area code) Telephone number <b>(425) 421-2528</b>	(Area code) Fax number <b>425-727-2348</b>	
Email <b>v-firmart@microsoft.com</b>	Website <b>N/A</b>		
Contact name 2 (If applicable)	(Area code) Telephone number	Email	
Contact name 3 (If applicable)	(Area code) Telephone number	Email	
Physical address of business (Number and street) <b>5020 148th Ave. NE, Suite 100</b>			
City <b>Redmond</b>		State <b>WA</b>	ZIP code <b>98052</b>
Mailing address of business (If different) <b>1 Microsoft Way</b>			
City <b>Redmond</b>		State <b>WA</b>	ZIP code <b>98052</b>
You are required to provide one of the items below.			
Tax Identification Number (TIN) _____			
Federal Employer Identification Number (EIN)		<b>95-2743174</b>	
Washington State Unified Business Identifier (UBI) _____			

**Agency Use Only**

Account number _____	<input type="checkbox"/> New account <input type="checkbox"/> Renewal <input type="checkbox"/> Reapply
<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Cancelled <input type="checkbox"/> Misuse	

**2** Check all that apply to you and/or your business

- Attorney
- Auction
- Auto manufacturer or agent
- Bail bonds
- Bank or financing firm
- Business
- Commercial parking company
- Credit union
- Data broker/Reseller
- Debt recovery/Collection
- Employer/Prospective employer
- Government
- Guardianship/Trustee service
- Homeowner association
- Hospital
- Hulk hauler
- Insurance company/agent
- Lien service
- Marina
- Neighborhood block watch
- Newspaper or media
- Non-profit organization
- Parking enforcement
- Private investigator
- Process server
- Property mgmt. - Government
- Property mgmt. - Private
- Repossession service
- Retail/Store
- School - Private
- School - Public
- Scrap processor or wrecker
- Security services - Government
- Security services - Private

Service bureau for another business  
Provide business name:

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- Storage facility
  - Title/Escrow
  - Toll facility
  - Towing company
  - Transporter
  - Union (non-profit)
  - Vehicle/Vessel dealer
  - I represent a business that will provide information to another party
- Provide business names:
- 

Other (explain)

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**3** Provide a detailed explanation of your primary business activity (exactly what your business does).

CBRE is a vendor for Microsoft and operates the Commute department. We oversee and administer all the parking operations for Microsoft and help enforce parking policy and procedure

**4** Explain in detail why you need vehicle/vessel information. Give examples. Attach additional pages if necessary.

Example 1: A person was parking in a reserved stall, we did not know who owned the vehicle, the vehicle was towed and the person came later and couldn't find their car, if we had been able to know who she was we could have let her know and she could have gotten her car from the tow yard during the day rather than after hours late in the evening.

*SEE ADDITIONAL EXAMPLES ON ATTACHED SHEET*

**5** Redisclosure and/or selling of information

- Will you redisclose or sell the information to anyone else? .....  Yes  No
- If yes, which will you do? .....  Sell  Provide to others
- If yes, to whom will you provide the information? Be specific, list all recipients.

If yes, how do you ensure they have a permitted use under the DPPA and Washington State law? Be specific.

If yes, how will you supply the information? Describe.

**6** Owner contact

Will you contact the vehicle/vessel owner? .....  Yes  No  
*Unsolicited business contact for commercial purposes is strictly prohibited.*

If yes, how is contact made? Describe.

Generally by e-mail, sometimes by phone and as a last resort by U.S. mail

If yes, describe or provide an example of why you would contact them.

to let them know their vehicle had been towed or to warn them to move the vehicle before being towed. To check ownership to inquire about a vehicle that has been parked for an extended period without approval.

**7** Check all that apply

- I represent a Washington State business. Attach legible copies of:  
• your current business license.  
• any/all professional licenses that you possess.
- I represent a business outside Washington State. If your business is not required to be licensed in the State of Washington, attach a legible copy of either:  
• your current business license.  
• a letter with a signature of the owner or authorized representative indicating you are their agent. The letter must include your Federal Employer Identification Number (EIN) or Federal Tax Identification Number (TIN).
- I am a process server. Attach legible copies of:  
• your current business license.  
• any/all professional licenses that you possess.  
• registration for county jurisdictions.
- I represent a government agency. Attach a statement that the information you receive will be used solely for carrying out official agency functions. Print agency name:
- 
- I represent a non-profit organization or corporation.  
1. Attach a legible copy of one of the following:  
• Your Articles of Incorporation, filed with the Secretary of State  
• Your Tax Exempt Status from the Internal Revenue Services (501)(c)(3)  
• Other documents reviewed and approved by the Department of Licensing Public Records Officer  
2. Submit a letter with a signature of the business owner or authorized representative indicating you are their agent.
- I am an attorney.\* Attach legible copies of:  
• your current business license.  
• your current bar card.
- I am a private investigator.\* Attach legible copies of:  
• your current Private Investigator license.  
• your current business license.

\*Whenever the name or address of an individual vehicle owner is provided to an attorney or private investigator, we will notify the vehicle owner that the information has been provided. RCW 46.12.635(4)

**8** Answer the following

- Have you attached all the required documents that apply to this Vehicle/Vessel Disclosure Agreement Application? .....  Yes  No
- Do you agree not to divulge any of the information we provide you to any third party that has not been disclosed on this Agreement Application? .....  Yes  No
- Do you agree not to use the information for any purpose other than what is stated on this Agreement Application, or approved by us, not to sell the information, and that the information will not be used for commercial purposes by you or by any other individual or organization? .....  Yes  No
- Do you agree not to use, or facilitate the use of, the information for the purpose of making unsolicited business contact with a person named in the disclosed information? "Unsolicited business contact" means a contact that is intended to result in, or promote the sale of any goods or services to a person named in the disclosed information? .....  Yes  No

**Knowingly making a false statement or concealing a material fact required in this request or making false representation to obtain any personal information from an individual's motor vehicle record is subject to federal criminal fines under the DPPA and RCW 46.12.640**

*By signing or typing your name, you are certifying under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.*

Printed Name	Fred J. Martin
PRINT or TYPE Name	Transportation Specialist CBRE, vendor for Microsoft
Title	Microsoft Commute 1 Microsoft Way
Address	Redmond, WA 98052
City, State, ZIP code	
<input checked="" type="checkbox"/> Fred J. Martin	

Federal Driver Privacy Protection Act (DPPA) 18 U.S.C. §2721 through §2725  
Washington State laws RCW 42.56, RCW 46.12, RCW 47, WAC 308-10, and WAC 308-93

# CBRE

## Fax

To: WASH. DEPT OF LICENSING From: FREO MARTIN-CBRE  
Fax: 360-570-7895 Pages: ~~1~~ 7  
Phone: 425-698-9408 Date: 5-14-14  
Re: IVIIS APPLICATION cc: \_\_\_\_\_

Urgent  For Review  Please Comment  Please Reply  Please Recycle

• Comments:

PLEASE SEE MY APPLICATION  
FOR THE IVIIS PROGRAM

*Frank Martin*

**Examples of Use of the IVIPS program:**

**Example #2 – Vehicles that have been parked for several months on one of our parking lots are taking up parking, while we could have the vehicles towed, we would like to contact the vehicle owners and have them move the vehicles rather than having them towed.**

**Example #3 – A vehicle parked in one of the garages is leaking fluid and we would want to contact the owner, however, the vehicle isn't registered in the Microsoft system so we have to tow off the property but if we could look up the owner by the license plate we could contact that person and let them know of the problem.**